



Jet Propulsion Laboratory
California Institute of Technology

What does it take
What does it take
to make a resume
to make a resume
that's out of this world?
that's out of this world?

Jonathan Solman
JPL Reliability Analyst
CPP Alumni, B.S.E.E.

Who I am

A brief biography

- A CPP graduate in EE
- Reliability Engineer at JPL
- Musician/Audio Engineer
- Consultant
- FCC Licensed Radio Operator

Resume Contents

Things I recommend for a resume

Help it be quickly reviewed, but still show why you are a strong applicant

- A strong objective statement
 - Can be 1-2 sentences
 - Tailored for the position that you are applying for
 - Show a passion to work and grow in that position
 - No “I will do whatever it takes” statements
- Quick and easy to read and get the point across
 - I prefer using bullets, but sometimes a narrative works best
 - Pick the format that works best for you
 - Keeping a concise format that flows and uses the same font
- NO TYPOS!!!
- Show that you meet the job qualifications
 - Show your GPA
 - Show that you meet the qualifications
 - Stick to the facts without going overboard

Things I recommend for a resume

Core details that can be nice to see

- Show any related experience
 - Hands-on experience can be a HUGE plus; especially team-work
 - Unrelated job experience is not always needed
- Show related course work
 - Show what best fits this position
 - Grades are not needed
 - Don't over-do it
- Show determination to do what you are studying through your involvement
 - Show a passion for your study and career growth
 - Confident yet humble
- Overall, show what makes you stand out from the rest
 - Show your valid accomplishments and let them speak the rest

Things I recommend for a resume

Personal information is a necessity

- Full contact information
 - Name
 - Mailing Address
 - Professional e-mail
 - Phone number (cell may be best)
 - No Facebook/twitter/Instagram/etc...
 - (Unless it's professional and related to the job)
- I recommend to show citizenship status
 - Not always a deciding factor, but may help speed up the review
 - Most aerospace companies require US citizenship
 - JPL only requires a green card
- Valid/past security clearance can be a plus
- Add a bit of personal information
 - Hobbies, ways your personal life relates to your major, be real

IMPORTANT!!!

Have others review your resume!

Take Advantage of Networking!

A Sample Resume

Jonathan Matthew Soliman

(U.S. Citizen)

1234 The House Next Door
City, State 00000

(714) 867-5309 (cell)
professional@host.com

Objective:

To obtain a full-time analog design electrical engineering position, with a focus on RF, within JPL

Education:

Bachelor of Science in Electrical Engineering (BSEE) (Sept. 2011 to Mar. 2016)
California State Polytechnic University, Pomona
University GPA: 3.51

Cypress College - General Education (Aug. 2008 to May 2011)

Experience:

Broadcom Corp. - Quality Engineering Intern (June 2013 to Present)

- End-to-end data analysis & correlation
- High-priority customer & internal clientele
- Failure analysis & device flaw/test-hole screen
- Teaching engineers how to use lab equipment
- Writing how-to, customer & internal reports
- Work with ATE, systems, lab & PE teams

Consultant - Self-employed (May 2007 to Present)

Multi-faceted employment mostly encompassing the following:

- Consulting engineer, analyst, electrician & like
- Product & production line eval. / improvement
- Circuit design, repair & modification
- Project & job-site management
- Wood & metal fabrication
- Audio engineering & audio system consultation

Projects:

- Managing an undergraduate research team to design sensor networks for civil engineering dept
- Small circuit & PCB design/analysis (various)
- PN coder & decoder (education)
- Conceptual hand drum design & development (electrical and mechanical) (client)
- Various microcontroller projects (education)
- DSP design & implementation (education)

Activities, Awards and Achievements:

- Eta Kappa Nu (HKN) Honor Society member
- Advocate of disability social equality/awareness
- Teaching (academic, lab, design & extra-curricular)
- Passionately volunteering to assist veterans

Additional Educational and Personal Information:

- Proficient with MATLAB, Simulink & PSpice
- Strong in the lab (Network Analyzer, Spect. Analyzer, Scopes, Signal Gen. & etc.)
- Comfortable presenting
- Motivational speaker / counselor
- Studied Dr. Mysoor's RF elective/lab series
- Able to design based on surplus
- Fluent in time / resource management
- Strong troubleshooting / evaluating systems
- Aware of "overdesigning" projects
- Confident leading, but love team work
- Desire to continue to learn to further grow

Jonathan Matthew Soliman

(U.S. Citizen)

1234 The House Next Door
City, State 00000

(714) 867-5309 (cell)
professional@host.com

Objective:

To obtain a full-time analog design electrical engineering position, with a focus on RF, within JPL

Education:

Bachelor of Science in Electrical Engineering (BSEE)

(Sept. 2011 to Mar. 2016)

California State Polytechnic University, Pomona

University GPA: 3.51

Cypress College - General Education

(Aug. 2008 to May 2011)

Experience:

Broadcom Corp. - Quality Engineering Intern

(June 2013 to Present)

- End-to end data analysis & correlation
- High-priority customer & internal clientele
- Failure analysis & device flaw/test-hole screen
- Teaching engineers how to use lab equipment
- Writing how-to, customer & internal reports
- Work with ATE, systems, lab & PE teams

Consultant - Self-employed

(May 2007 to Present)

Multi-faceted employment mostly encompassing the following:

- Consulting engineer, analyst, electrician & like
- Product & production line eval. / improvement
- Circuit design, repair & modification
- Project & job-site management
- Wood & metal fabrication
- Audio engineering & audio system consultation

Projects:

- Managing an undergraduate research team to design sensor networks for civil engineering dept
- Small circuit & PCB design/analysis (various)
- PN coder & decoder (education)
- Conceptual hand drum design & development (electrical and mechanical) (client)
- Various microcontroller projects (education)
- DSP design & implementation (education)

Activities, Awards and Achievements:

- Eta Kappa Nu (HKN) Honor Society member
- Advocate of disability social equality/awareness
- Teaching (academic, lab, design & extra-circular)
- Passionately volunteering to assist veterans

Additional Educational and Personal Information:

- Proficient with MATLAB, Simulink & PSpice
- Strong in the lab (Network Analyzer, Spect. Analyzer, Scopes, Signal Gen. & etc.)
- Comfortable presenting
- Motivational speaker / councilor
- Studied Dr. Mysoor's RF elective/lab series
- Able to design based on surplus
- Fluent in time / resource management
- Strong troubleshooting / evaluating systems
- Aware of "overdesigning" projects
- Confident leading, but love team work
- Desire to continue to learn to further grow

Many job types/options

The different job posting categories

Something for just about everyone

- Different job categories
 - Student Employment
 - Internships & Fellowships
 - New Grad. Opportunities
 - Post Doctoral Degree Research
 - Experienced Employment

Any questions?

How to Apply

